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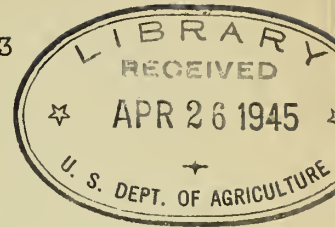
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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

November 30, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 9

Supplement B



To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Food Mission Letters reporting receipt of damaged
or unsatisfactory commodities

The Deputy Director in Charge of Procurement Coordination has requested that we bring to his attention all instances of delivery of unsatisfactory or damaged commodities to claimant agencies. In response to this request the following instruction shall apply to all future communications with any of the Food Missions and other claimant agencies, replying to reported receipt of damaged or unsatisfactory commodities:

1. A report, addressed to Major Olmstead, shall be prepared and forwarded with the reply to the incoming letter. This report shall cover at least the items indicated below and, in addition, any other statements which will show the action taken or recommended to correct the condition reported:
 - A. The reason for the unsuitable shipment.
 - B. Specific measures being taken to prevent a recurrence.
 - C. Steps being taken to make a recovery from the vendor.
2. If the above information is not available within the time necessary to reply to the letter without undue delay, a statement addressed in the same manner as the report described above, setting forth the reason for not submitting the report, and indicating the report will be forwarded, shall accompany the reply.

The reports described above shall be furnished in the same number of copies as the reply. (original, 3 white copies and a blue)

H. C. Albin

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